



## Rental Reconstruction Rehabilitation Document Checklist

All applicants must submit the following items with their application:

**Identification:** *Must submit one of the following*

- o Government-Issued Photo Identification (Federal or Territory issued)
- o Driver's license
- o Passport
- o Military I.D. Card
- o Naturalization Certificate or Permanent Resident Card

**Proof of Ownership or Ownership Interest:**

*Note: if the land is leased, must submit a copy of the lease agreement*

- o Ownership: Must submit one of the following
  - ▶ Deed (preferred)
  - ▶ Title report (issued by a licensed title insurance company)
  - ▶ Tax assessor records
  - ▶ Other legal documents (to be reviewed on a case-by-case basis)

**Proof of Disaster Damage:** *Must submit one of the following*

- o FEMA Award Letter (Approved or Denied)
- o SBA Letter (Approved or Denied)
- o Insurance Claim
- o NFIP Proceeds
- o Photos of Damaged Home

**Proof of full-time, year-round rental at the time of the storms:** *Must submit one of the following:*

- o Lease agreement
- o Business license
- o Tenant's renters insurance



***If you received Assistance from FEMA and/or SBA***

- o FEMA Letter with the dollar amount of the assistance you received (if available)  
If you received Assistance from SBA
- o SBA Letter with the dollar amount of the assistance you received (If available)

***If you had insurance coverage in September 2017***

- o Policy declaration page showing property address, dates of coverage, policy number, and contact information for Insurance carrier

***If you have a Power of Attorney for a Landlord and are acting on their behalf***

- o Properly executed Power of Attorney document for homeowner

***If you would like someone to have access to certain information regarding your application, such as application status***

- o A letter naming the communication designee with their complete name, telephone number, and physical address